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Case File
Security
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23 April 1961

MEMORANDUM TO: Executive Officer, Office of Security

SUBJECT : Interim Report on Survey in Security Records Division

1. Attached are the brief interim reports on the Inspector General's recommendations 39a and 39b you requested. Below are a few more details on our survey to date.

2. From 22 March thru 24 April 1961, [] has conducted the "Fact Finding Phase" for our survey of Security Records Division's records requirements and procedures. At present, we are analyzing his findings and outlining our survey report and recommendations.

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3. While conducting the fact-finding interviews and observations [] remained in the Division full time and kept the Division Chief and me informed of his progress thru discussions and weekly reports. During this period the Division Chief took prompt action to eliminate or adjust certain procedures brought to his attention which he felt could be corrected without waiting for the Survey's completion. For example he:

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a. Shortened the procedure for distributing Agency publications throughout the Office of Security by eliminating non-productive routing and double handling of all regulations, notices, and bulletins.

b. Discontinued a logging and control card procedure in the Research and Analysis Section permitting destruction of 3 ft. of cards. This permitted the reassignment of other duties which in turn freed a half-day's time for a GS-8 analyst to work on the Section's case backlog.

c. Revised a reporting requirement for the Chief, Research and Analysis Section, which eliminated keeping statistics no longer required. This change will save the Section Chief and his staff some report-preparation time and, it is hoped, will provide a more meaningful report.

d. Discontinued a logging and control card procedure in the Files Section permitting destruction of 2 ft. of cards and freeing a GS-4 file clerk about 1 hour per day for other duties.

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e. Urged the Division administrative file; cutting its size in half and increasing its use and efficiency.

4. Several other proposals were discussed and will be re-resolved by the Division Chief after further analysis. Other suggestions of greater scope and effecting offices outside the Division must be included in the final report for consideration by higher authority.

5. Our analysis of the Security Records Division is being developed with special attention to their modernization and mechanization of records management procedures and equipment as recommended by the Inspector General. We expect to submit our final report to the Chief, Management Staff within a month.



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Enclosures:
TABS A & B

Distribution:

Orig & 1 - addressee

1 - C/Mgt/S

1 -  SRD

1 -

✓ 1 - Mxx RECORDS MANAGEMENT Staff

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Mgt/S/RMS  fms (28 Apr '61)

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